

United States Department Of Agriculture

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

April Reports and Reminders

Approved by: State Executive Director

**1 Report Policy****A****Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action**A****Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal Date

June 1, 2003

Distribution

County Offices

**Administrative
Reports**

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
April 7	Quarterly County Office Work Measurement (ASCS-54) (Applies to counties in work measurement) 12-AO Par.42, Exhibit 9
April 7	Quarterly Inventory of CCC Checks on Hand (FSA-289) 1-FI (Rev. 13) Par. 133, Exhibit 1
April 18	COF Workload Update Transmit ASCS-55-1 to STO 12-AO, Exhibit 9
Within 1 week of Receipt of Quad	Reconciliation of CCC-514 and Quadweekly 4 & 5 Printout 115-FI (Rev.5) Par. 35

**Compliance/
Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
April 1	Crop Compliance Data Report – 2-CP (Rev. 15), Pars. 525, 528-530, and Exhibit 1. This should be the FINAL report for all counties.
April 10	FSA-569 Activity Report-6-CP (Rev.2), Par. 604 and Exhibit 1. This report should cover activity from March 1 through March 31. Negative reports are NOT REQUIRED .
April 10	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev.2), Par. 801 and Exhibit 1. This report should cover activity from March 1 through March 31. Negative reports are NOT REQUIRED .

**Conservation
Reports**

The following reports are to be submitted to the State Office
Conservation Section by the dates listed below:

Date	Report
April 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
April 1	ACP-259A, County Office automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765

**Farm Loan
Programs
Reports**

The following reports are to be submitted to the State Office Farm Loan
Program Section by the dates listed below:

Date	Report
April 7	Quarterly Report on Statute of Limitation (OK Notice FLP-344)
April 25	Borrower Training Report (OK Notice FLP-343)

**Price
Support
Reports**

The following reports are to be submitted to the State Office Price Support
Section by the dates listed below:

Date	Report
April 7	Quarterly Information and Outreach Activities Report 1-INFO (Rev. 2)
April 7	Commodity Loan Spot Check Report for March. Negative reports are required.

**Production
Adjustment
Reports**

The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
April 2	Peanut Report to be faxed to the State Office (Notice DCP-71).
April 5	Late Voucher Report NAP-1R (2-NAP, paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.

**Administrative
Reminders**

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of April:

Reminder
None

**Compliance/
Peanut
Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of April:

Reminder
None

**Conservation
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of April:

Reminder
Conservation cost information shall be place on Exhibit 1 of OK Notice CONOP-35 and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev.1). Counties which hold their COC Meeting during the first 14 days of the month shall set average grazing losses for the prior month. Counties, which had their COC Meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2 CRP, Part 5.
Send reminder notice on CRP maintenance for all CRP participants. A suggested letter is in 2-CRP, Oklahoma Exhibit 4.
When entering manual EQIP applications into the system, provide the Applications Received Report to NRCS weekly.

**Farm Loan
Programs
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of April:

Reminder
As soon as an account is accelerated, a copy of the acceleration letter (including case no.) OR Form FmHA 1951-6 should be forwarded to Barbara Knapp or Melissa Cook. This is important because ACL's are tracked as one of Oklahoma's goal requirements.
Graduation Reviews should be completed by July 1. (FmHA Instruction 1951-F, 1951.26(c))
County Offices with EM Designations should send out quarterly EM designation notification to borrowers according to FmHA Instruction 1951-T, 1951.953(a).
After receiving the April 540 report, Farm Loan Teams have 15 days to send out a 1951-S packet to delinquent borrowers. When a completed application is returned, the Farm Loan Team has 60 days to complete the processing of this application.
The Inventory of Debt Instruments Report is due in the State Office <i>before</i> July 31. Farm Loan Teams are reminded to carefully complete the survey of debt instruments and send a memo report to Vickie. <i>Do not</i> send the listing of borrowers. (FmHA Instruction 2018-E) Original Promissory Notes of loans to relatives should remain in the home county. Farm Loan Teams should identify these Promissory Notes.
DD's are to submit monthly guaranteed reports to the State Office by the monthly DD meeting.

**Price Support
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of April:

Reminder
None

**Production
Adjustment
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of April:

Reminder
CDP Overpayment Register must be run every 60 days. 2-DAP subparagraph 315 C.
April 1 is Acreage reporting date for Alfalfa – grazing (actual date is 15 days prior to onset of grazing), Grass – warm season varieties – grazing (actual date is 15 days prior to onset of grazing), Mixed forage – those containing a warm season variety – grazing (actual date is 15 days prior to onset of grazing) OK Notice NAP-67 Exhibit 2
April 30 is Final planting date for corn based on actuarial documents and Green beans OK Notice NAP-67 Exhibit 2
QBOP Overpayment Registers must be run every 60 days. Notice DCP-61.
DCP Base & Yield Election closing date is April 1 st .